



**Perseverance** **Respect** **Honesty** **Friendship**

# Educational Visits Policy

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## I Introduction

All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development and prepares them for the opportunities and experiences of adult life.

At Brooklands we seek to ensure that the National Curriculum is delivered to all children, including all protected characteristics. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the lives of our children, we offer a range of opportunities to learn outside the classroom, educational visits and other activities that complement what they learn in school. Residential visits in particular offer a unique learning experience and develops a range of personal skills in pupils, including resilience, communication and self-confidence which have a long lasting beneficial effect on pupils.

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience.

Brooklands Primary School wholly complies with Trafford Council's Guidelines for Off-Site and Educational Visits with National Guidance & EVOLVE (May 2022). The school uses Evolve, the LA planning tool which allows staff to plan and submit visits for approval.

Our aim is that all visits from school should be:

- Safe
- Educational
- Enjoyable

This policy is based on our four school values:



Our children are confident learners with strong core skills across the curriculum and they work hard to succeed with every challenge.



Our children show respect for themselves and other people in our community, our country and our world.



Our children understand the importance of being honest to themselves and others about their good choices and their mistakes.



Our children develop strong friendships with their peers and act in a friendly manner towards others. They understand the difference between these and are open to making new friendships.

## 2 Definition

For the purpose of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Sporting activities, including swimming sessions
- Outward bound and adventurous activities
- Visits to the local places of worship
- Residential trips

## 3 Roles and Responsibilities

**The Local Authority are responsible for:**

- Approving overseas, residential and adventurous activities
- Giving advice to the Educational Visits Co-ordinator
- Giving access to appropriate training
- Ensuring relevant risk assessments are completed and in accordance with Trafford Council guidance
- Monitor the work of the Educational Visits Co-ordinator

**School Governors are responsible for:**

- Supporting the Educational Visits Co-ordinator
- Being aware of visits and asking questions about their educational objective
- Ensuring the Educational Visits Co-ordinator has explored all risks, put in place safety procedures, included all pupils and informed Trafford Council if necessary. This will be reviewed and verified during link governor visits

**The Head teacher is responsible for:**

- Appointing an Educational Visits Co-ordinator and ensuring that the EVC has received training for their role.
- Ensuring approval for visits is given, including liaising with the LA where appropriate
- Ensuring that arrangements are in place for the educational objectives of a visit to be inclusive
- Ensuring that all accreditation or verification of providers has been met



- Ensuring that each visit has an appropriately competent Group Leader
- Ensuring that all teachers are aware of the LA guidance
- Ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff

**The Educational Visits Co-ordinator (EVC) is responsible for:**

- Keeping an educational visits file, including an up to date policy and blank copies of evaluation forms and risk benefit assessment forms and making them available to the staff. These are available as digital/online amendable documents
- Keeping a folder with all the completed risk assessment forms, evaluation forms, located in the file in the administration office. These are also available digitally
- Liaising with Group Leaders over completion of forms previously mentioned
- Approving visits and sending relevant copies to Trafford Council via the Evolve online tool 28 days before commencement of the trip
- Ensuring any issues identified on the preliminary visit have been resolved within the risk assessment, if necessary
- Ensuring accreditation/verification of providers has been checked
- Ensuring correct ratio of adults to children and first aid supervision is in place
- Ensuring transport and accommodation arrangements meet standards required by the LA
- Keeping copies of accident or incident reports
- Organising related staff training
- Sending out generic consent forms at the beginning of every year for school trips and off-site visits and keeping a master copy on file in the school office
- Ensuring parents are informed of trips by Group Leaders and have given consent if a donation is requested or the trip takes place outside of school hours. The parents will pay on Evolve.
- Reviewing systems and monitoring practice
- Ensuring visits (where necessary) are evaluated to inform the operation of future visits

Our current Educational Visits Co-Ordinator is Mr Shrimpling

**The Group Leader has overall responsibility for the supervision and conduct of the pupils during the visit and must:**

- Review the risk assessment forms (completed by the Group Leader), and have them checked and signed by the EVC and Head teacher ensuring copies are available for all adults supervising the visit to review
- Ensure correct ratio of adult supervision – discuss with the EVC if unsure
- Make pupils and other adults aware of all aspects of the visit, including risks, groups, behaviour expectations and the focus of the trip (providing a second copy to an identified adult in the event that they are not available)
- Complete a preliminary visit identifying any potential risks and include on the risk assessment, including how these will be reduce or removed.
- Continually assess risk during visit



- Take a first aider within staffing if not first aid trained themselves, a first aid box and a sick bucket
- Take a mobile phone for emergency use
- Inform parents of their child's participation in a particular visit. The letter will be a reminder of consent given and will be an opportunity to update participant information. (Activities that involve a charge, or that include agreement to any payment or cancellation terms, will need individual consent by parents to the financial arrangement. This is done primarily through the school's online Parent Pay system)
- Obtain permission from parents, unless that have signed the yearly consent form
- Consent only needs to be sought for activities that need a higher level of risk management or those that take place outside of school hours, for example for adventurous activities, off-site sporting fixtures outside of the school day or residential visits
- Recognise children's medical, educational, emotional and behaviour requirements
- Ensure reasonable adjustments have been made for any disabilities to ensure full participation is possible
- Liaise with the school's SENDCo/DSL to ensure the Group Leader is fully aware of a particular child's current situation
- If a trip is outside of school hours, take a list of children's names, addresses and telephone numbers in case parents need to be contacted
- Ensure all pupils and supervisors arrive back at school safely

**Other adults are expected to:**

- Follow guidelines from the Group Leader
- Ensure the safety of the group they are responsible for
- Adhere to the staff Code of Conduct (apart from dress code, which should be appropriate to the activity they are undertaking)

**Pupils are expected to:**

- Wear appropriate clothing and footwear
- Behave appropriately
- Consider their safety and the safety of others

## 4 Purpose

Educational Visits will have a clearly defined educational purpose and can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively, teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

For each subject in the curriculum we aim to have a corresponding programme of activities, which includes visits by specialists. These activities may include:

- English/Literacy – theatre visits, visits by authors, poets or theatre groups;
- Science – use of the school grounds, visits by speakers, museum visits
- Maths – use of school grounds



- History – castle visits, study of local housing, local museums, National Trust properties
- Geography – use of locality for fieldwork, local area trails
- Art and design – art galleries, use of locality
- PE – cluster and other sport activities, competitions extra-curricular activities, visits by specialist coaches
- Music – performances, range of specialist music teaching, extra-curricular activities, concerts for parents, ‘Young Voices’, Christmas fairs in local community
- Design and technology – visits to museums, local factories/design centres
- Computing – its use in local shops/libraries/secondary schools, etc
- RE – visits to local places of worship

We may also have occasional visits from representatives from the local services, such as the police, health workers or fire service. These visits support the personal, social and health education of our children.

### **Residential activities:**

At Brooklands Primary School, we aim to give every child the opportunity to take part in a residential visit by the end of KS2 and currently hold a Y6 residential on an annual basis. This activity takes place during term-time and is linked to the National Curriculum.

Residential visits are planned well in advance and arrangements are overseen by the EVC. Parents are invited to a briefing session to discuss the details of the trip (this may be either virtual or face-to-face).

The parent meeting will generally include information such as:

- Information about the residential setting – photos of the grounds and areas used for activities
- Information around the accommodation – pictures of the rooms, so parents can visual the sleeping arrangements,
- Itinerary of activities, including any evening activities, what time bedtime is, etc
- Staffing – which staff will be going on the visit; highlighting the visit lead (and safeguarding lead); what their roles will be during activities and the supervision during the night
- Expectations of children and adults – This includes assuring parents that all staff will still be adhering to the staff Code of Conduct throughout the visit; explaining behaviour expectations of the children, who they can talk to if they have a worry during the trip

Other information, such as room and group allocation, will be discussed with the children closer to the time.

The Visit Leader should be an experienced, senior member of staff. Residential trips must be approved by the Governing Body and by the LA via the EVOLVE system. Approval will be arranged by the EVC through the Headteacher.

## **5 Planning Educational Visits**

The organisation of an educational visit is crucial to its success. With rigorous planning, organisation and control, a visit should provide a rich, learning experience for the children.

### **Procedure:**



The best practice to be adhered to in the arranging of school trips is as follows:

- In consultation with class teachers and/or phase leaders as applicable, the office will book the entire trip on the agreed dates(s)
- Office staff will calculate a cost per child, inclusive of transport and insurance. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers.
- Once confirmed with the venue and transport providers, the dates for the trip must be entered onto the school electronic diary
- In cases where school lunches are affected, kitchen staff must be informed by the school office in plenty of time to order and prepare any packed lunches and to cancel hot meals. All dietary and allergy information must be considered and adhered to
- The EVC must be informed using the 'Educational Visits Risk Assessment Form' at least two weeks prior to departure
- School will inform parents in advance of dates for school trips via emailed letter. Letters with further details should be sent at least two weeks prior to the trip (unless there are exceptional circumstances)
- Where applicable, parental volunteers will be requested. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process
- If appropriate, payments will be made using the school's Evolve system (ParentPay)

### **Pre-Visits:**

In order to undertake a full and comprehensive assessment of risks, particularly to a previously unused venue, a pre-visit is useful and recommended by the L.A. but not compulsory. Even where the visit is made regularly, risks should be re-assessed in light of the current plans. It is usually the responsibility of the visit leader to carry out the pre-visit.

Things to consider include:

- Do I know this site? If not consider a pre-visit
- Is it suitable for the group I am taking? If unsure, consider a pre-visit
- Have things changes since our last visit? Ask the question of the venue when making your initial enquiries and if so consider a pre-visit.

### **Risk assessments:**

A full risk assessment must be completed a minimum of two weeks prior to the trip, which must be approved by the school's EVC, using the school's risk assessment template. To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the centre to be visited, risk assessments completed by colleagues who carried out the same trip and/or the generic risk assessments available on the school server. (Appendix I)

The risk assessment must include details of any specific medical issues, additional support for individual children, dietary and allergy related information and details of adult helpers. A copy should be taken on the trip, and another copy left with the EVC.

### **Parent consent:**

Parents will be informed about a trip or activity by email or letter. All the necessary details will be included in the letter, as well as any payments required and the parental consent section for them to complete and sign.

### **Ratios:**





All trips should be individually risk assessed to ascertain the safe level of adult supervision required. There is no statutory ratio but school uses the following as a guide:

- Nursery/Reception classes – 1:4
- Years 1-3 – 1:6
- Years 4-6 – 1:12
- Adventurous activities – 1:10
- Residential visits – 1:10

If a child with an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.

### **Voluntary Help:**

At Brooklands Primary School, we are aware that many educational visits could not take place without the goodwill of volunteer helpers. Volunteers will normally be people well-known to the school as either parents or governors.

- Volunteers will be told that they have the responsibility to follow the instructions of the visit leader and that the visit leader retains overall responsibility
- The school will appoint volunteer helpers as far in advance of the visit as practical, giving them details as to what they will be required to do during the visit
- The visit leader is responsible for ensuring that each volunteer knows precisely what their role is and understands that they have a responsibility to carry out that role
- The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable or competent. For example, some volunteers may be reluctant to engage in activities as and when required. This would deem said volunteer inappropriate for that particular visit
- When going on any out of school day visit, any volunteers who are not DBS checked should not be in-charge of a group or left alone with any children
- All volunteers accompanying a residential visit will be required to obtain a valid DBS

### **Payments for trips:**

When planning educational visits, class teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. All payments by parents for school trips is made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of the planned visit, the trip may have to be cancelled. All payments are made online via ParentPay.

For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost.

In certain cases, the school may be able to subsidise the cost of school trips. In these cases, parents need to complete a request form which is available from the school office.

### **Behaviour on trips:**

The school's behaviour policy applies equally to children when they are being educated off-site. School expects its pupils to act as ambassadors for the school when on and off site. We expect our pupils to behave courteously to all members of the public that they meet and employees/volunteers at the setting. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education. Children will always be reminded of the behaviour expectations before going off-site on their visit. Extra safeguards will be put in place if the behaviour of a



child is the concern of school staff, including increasing adult support and inviting parents to attend. The Headteacher reserves the right to prohibit a child attending the trip if they believe the safety of themselves or others would be jeopardised, although this would only be done in exceptional situations.

### **First aid:**

First aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be adequate. A decision based on the risks and children involved should be made for each visit. For adventurous activities and residential trips, there should be at least one trained first-aider in the group or an assurance that first-aiders are available on site. If the visit involves splitting into groups, a kit should be taken for each group.

### **Medication on trips:**

If pupils need to take medication during an educational visit, parents must inform the school of this requirement either in writing or in person. Parental permission and medicine administration instruction should be provided to the Group Leader. Medication should be collected in its original container, and details of dosage should agree with the instructions given by parents/professionals. Medication must be kept in a securely controlled medical store or held where appropriate by a suitable person until it is required. A written record should be kept of times and dosages of medications administered, the record should be signed and witnessed. (Appendix 2). This is consistent with guidance from Trafford LA.

### **Emergency procedures:**

The trip leader must always complete the Risk Assessment form including any Emergency Arrangements. In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents.

In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

- Wait so that the trip leader can re-trace their steps to locate the child
- If a child has been left on public transport, they are to get off at the next station and wait
- Speak only to adults in uniform, e.g. bus/train staff, police, etc. but under no circumstances go with them

The trip leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children.

If the child is not found after approximately 20 minutes, the trip leader will phone the school office to notify them and ascertain whether they have information. The school will notify the parents.

The trip leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children.



When the situation has been resolved, the Head Teacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

## 6 Safeguarding

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off-site activities. The school will adhere to the following to ensure the safety of children on educational visits:

- Early Career Teachers to be accompanied by an experienced member of the teaching staff on their first visit
- Supervising staff to include a member of staff with knowledge of basic First Aid
- For EYFS trips at least one first aider must accompany the children
- Supervising adults must know of any special medical details relevant to any pupil
- First aid kits and any individual medicines, e.g. asthma pumps, must be taken on the trip
- Children to be briefed about the importance of staying with their partner/group/adult helper
- Any adult who has not been DBS checked should not be left alone with children during any activity
- Adults must not travel alone with a child in their own vehicle
- Only school staff may use their own vehicles to transport pupils and must have valid business insurance as part of their policy
- Any adult helpers must be fully briefed prior to leaving, with names of children in their group, expectations and responsibilities, and number of the school
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside
- Regular headcounts to be taken
- All staff must still adhere to the staff Code of Conduct
- No alcohol is to be consumed on any visits, including residential visits where staff may have free time in the evening



## Appendix I

[Risk Assessment Template.doc](#)



## Appendix 2

# Brooklands Primary School Administration of Medication in School Policy Application for School to administer medication

**DETAILS OF STUDENT:**

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Condition of illness: \_\_\_\_\_

**MEDICATION:**Name/Type of Medication (**as described on the container**): \_\_\_\_\_

For how long will your child take this medication: \_\_\_\_\_

Date dispensed: \_\_\_\_\_

Storage requirements: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

**FULL DIRECTIONS FOR USE:**

Dosage and amount (as per instructions on container): \_\_\_\_\_

Method: \_\_\_\_\_

Timing/Frequency of dosage: \_\_\_\_\_

Dates to administer: \_\_\_\_\_ From .....To  
.....Special Precautions – are there any side effects that the school should know about?  
.....  
.....

Self Administration: \_\_\_\_\_ Yes / No

I understand that I must deliver the medication personally to the office and confirm that this medication has been prescribed / advised by a doctor. The school will not be held responsible for any adverse effects from the medication. **I understand that I must notify school of any changes in writing.**

Signature: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Date: \_\_\_\_\_



## Asthma Medication given in School

Date and Time : .....

Child's Name: .....

Class : .....

Dear Parent / Guardian

Your child was given their asthma inhaler in school today due to:

Dose given and frequency:

Comments (e.g. what child was doing at the time)

Your child responded well to their inhaler and was able to continue with their normal school day activities.

Yours sincerely,

Print Name .....

Signature .....



# BROOKLANDS PRIMARY SCHOOL

## MEDICATION NOTIFICATION

Child's Name .....Class.....

Medication Given .....

Dosage .....

Date.....Time.....



**CONSENT FORM:  
USE OF EMERGENCY SALBUTAMOL INHALER**

**Child showing symptoms of asthma/ having asthma attack**

1. I can confirm that my child has been diagnosed with asthma/ has been prescribed an inhaler.  
(delete as appropriate)
  
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.

  - 

3. In the event of my child displaying symptoms of asthma, if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

  - 

Signed..... Dated.....

Printed.....

Child's name:..... Class.....

Parents address and contact details:

.....

.....

.....

Telephone:.....

Email:.....